

# RESPONSIBILITIES & STRUCTURED TRAINING WITHDRAWAL FORM

## RESPONSIBILITIES:

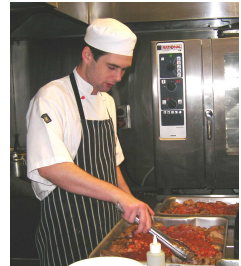
1. Apprentice/Trainee
2. Employer/Supervisor
3. AVTES Trainer Assessor

*Student Information Handbook Extract*

### 1. Apprentice/Trainee

You are encouraged to **take responsibility** for your training by self-managing the training program and becoming actively involved in your training. Attend pre-arranged meetings with your Trainer Assessor. **Make the most of these meetings - prepare** by completing any work requirements per the training plan and **take with you** any relevant training materials.

- **Ask Questions:** questions show you are interested and provide you with further information or confirmation.
- **Practice:** practicing skills can improve performance and maximise success for assessment.
- **Commitment:** committing to your training program is essential. It is your responsibility to complete your training program within the training plan's timeframe.
- **Stay on Track:** keep track of dates on the training plan and make sure you do not get behind. If you do look like getting behind, let your trainer know so we can change your training plan dates. Let us know as soon as you realise, so that we can work together to rectify the situation before it gets messy.
- **Assessments:** complete assessments as and when scheduled – if you are having trouble with any of the questions or understanding what is required let your trainer know – we can change the type of assessment if necessary. Your trainer will organise to collect the assessments by negotiation with you, however if you fall behind your trainer may ask you to complete assessments at a faster pace.
- **Support:** Get to know your supervisor and Trainer Assessor and their roles and responsibilities. They are there to support you and will also seek guidance from you as to what you need. You can meet with your trainer at any time to work on any aspects of your training; this may be at your premises or the trainer's premises.

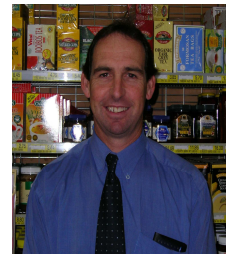


### 2. Employer/Supervisor (for employment related programs)

The employer is asked to provide the Apprentice/Trainee with **support and training time** per the training agreement so that training requirements can be met. It is also the employer's responsibility to **organise** a suitable **workplace supervisor/s**.

It is important that the employer and/or nominated supervisor **discuss training progress and any related issues** regarding the Apprentice/Trainee with AVTES' Trainer Assessor and to assist in developing the training plan and scheduling of required workplace visits.

The employer and/or supervisor should regularly discuss training plan progress and work requirements with the Apprentice/Trainee so that they **remain informed** about their program. **Mentoring** and/or on-the-job instructions that relate to the training program should be provided and **recorded** as requested and **attendance at** pre-arranged **meetings** with AVTES' Trainer Assessor and the support of scheduled workplace visits **is vital**.



### 3. AVTES Trainer Assessor

AVTES' Trainer Assessor **will ensure** that the Apprentice/Trainee is correctly enrolled into their nominated training program by undertaking and processing various examinations, ie. recognition of prior learning and the assessment of language, literacy and numeracy competency levels.

The Trainer Assessor **is responsible** for the facilitation and management of training and assessment and **will assist** the Apprentice/Trainee in the completion of their training program. They **will keep in contact** with the student at least once a month (more if required), and will answer all queries and attempt to solve all training related problems within a short space of time.

Trainer Assessors **will provide** Apprentices/Trainees and their workplace with a **suitable and flexible means** and materials to support training in required competencies and provide feedback on any assessment tasks completed. They will **provide pastoral care** to the Apprentice/Trainee whilst they are undertaking training and **will respond promptly** to any training concerns the Apprentice/Trainee and/or employer/supervisor may have. They will also direct Apprentices/Trainees to appropriate welfare agencies and guidance counsellors as deemed appropriate and in line with AVTES' organisational policy.

AVTES' Trainer Assessors **will regularly liaise** with the employer and/or supervisor to discuss the Apprentice's/Trainee's progress. In addition, they will complete the requirements associated with Government incentives. They will also ensure that all units of competency results are recorded and that the Apprentice/Trainee graduates with a formal certificate **upon the successful completion** of their training program.

\* For further information please contact AVTES

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**the trainers who come to you...**

## Structured Training Withdrawal (STW)

Where the workplace training model is followed, the Victorian Government requires the workplace to provide time withdrawn from normal or routine duties for the purpose of training. There are set guidelines for the time allocation and this information is presented by the Australian Apprenticeship Centre performing the sign up. This time allocation is known as **Structured Training Withdrawal**. The Registered Training Organisation is required to monitor the training withdrawal.

The following table details Government guidelines in regard to **Structured Training Withdrawal**:

Certificate 2 Level withdrawal requirements: 1.5 hrs per wk		
Hrs Employed per Wk	STW per Wk	STW per Mth
38 (full time)	1.5	6
27 (4 days)	1.2	4.8
21 (3 days)	0.9	3.6
17 (2.5 days)	0.75	3
14 (2 days)	0.6	2.4

Certificate 3 Level & above withdrawal requirements: 3 hrs per wk		
Hrs Employed per Wk	STW per Wk	STW per Mth
38 (full time)	3	12
27 (4 days)	2.4	9.6
21 (3 days)	1.8	7.2
17 (2.5 days)	1.5	6
14 (2 days)	1.2	4.8

Where an Employer/Supervisor is not allowing the Apprentice/Trainee to be withdrawn from routine work duties for the applicable minimum specified time, there is a requirement for RTOs to report this to the Manager of Apprenticeships Administration at Skills Victoria within 14 days if initial consultation with the employer/supervisor does not resolve the issue.

## Discipline Policy

It is the policy of AVTES to work collaboratively with all stakeholders in providing training and assessment services to Apprentices/Trainees. Unfortunately, there are occasions where **disciplinary action may be taken** as a result of failure to comply with the requirements of the training process as outlined and agreed to at the commencement of training.

Instances requiring disciplinary measures by the AVTES organisation can include the following:

- *Student's failure to meet program timeframes.*
- *Employer's failure to provide and record Structured Training Withdrawal.*
- *Failure to pay enrolment fees.*

In summary, the following actions may be taken with respect to the above instances:

- *Failure of a student to meet program assessment timeframes may result in withdrawal from a program if regular tardiness to complete occurs. Re-enrolment and re-invoicing may result if enrolment periods are exceeded.*
- *No allocation of **Structured Training Withdrawal** by the employer may result in intervention by an Apprenticeship Field Officer and means the student's training program cannot be completed as program requirements will not be met.*
- *Certificates will not be forwarded where training program fees remain outstanding.*

The nature of the training process involves participants in choosing the framework and timeframe of the training and assessment. If there are difficulties in paying fees or meeting program timeframes and requirements, it is the responsibility of the Apprentice/Trainee and/or employer to negotiate alternative arrangements with AVTES' Trainer Assessor. As the Trainer Assessor is in touch with the Apprentice/Trainee on a monthly basis, there are regular opportunities to identify and discuss any difficulties as they arise and seek solutions and effective strategies to address them.

## Extension to Training Contract

For those Apprentices/ Trainees who do not believe that they will complete structured training prior to the nominal completion date of the training contract an application for extension to the term of the Training Contract must be made. (This application should be lodged via the Australian Apprenticeship Centre).

## Acknowledgement & Understanding of Responsibilities

The below parties **hereby certify and agree** that they have read and understood their Responsibilities associated with the provision of training and assessment services by AVTES.

_____ Name of Apprentice/Trainee/Student	_____ Signature	_____/_____/20_____ Date
_____ Name of Employer and/or Supervisor	_____ Signature	_____/_____/20_____ Date
_____ Name of AVTES Trainer Assessor	_____ Signature	_____/_____/20_____ Date